

**United States Department of Education (ED)  
Office of Postsecondary Education (OPE)  
Federal TRIO Programs (TRIO)**



**User Guide  
For the  
VUB Program  
Annual Performance Report  
Website**

**December 2009**

Submitted by



**CBMI**

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## Revision History

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Initial Version	December 2009	Initial Release

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# 1 Overview

## 1.1 Introduction

The Federal TRIO Programs office, within the Office of Postsecondary Education (OPE) at the United States Department of Education (ED), has designed the VUB Online Annual Performance Report (APR) site so that grantees can prepare and submit the APR data.

## 1.2 Features of the Site

Features of the VUB site include:

- An online user guide and online help;
- A Web form for completing Section I online;
- A feature that allows you to upload an electronic file with the individual participant records (Section II);
- A “*print*” button to produce a hard copy of the information entered;
- A “*submit*” button to send the entire report to the Department; and
- An e-mail confirmation that the report has been submitted (if you provide an e-mail address in Section I).

## 2 Accessing the Site

The main page of the UB/UBMS/VUB site is shown below. You must register on the site to obtain a user id and password. An overview of the registration process follows.

**Note:** Even if you registered last year, you must register again in order to access the 2008-2009 APR Web site.

For initial access, click ***Register Here Each Year.***

**UB/UBMS/VUB Online  
Program Year 2008-2009**

Help Desk | UB and UBMS Instructions | VUB Instructions

**Register Here**

Register Here  
Each Year

Login to access your APR:

User ID:

Password:

Login

[Forgot Password?](#)

OMB Approval No.: 1840-0762  
Expiration Date: 07/31/2011

**Important Dates**

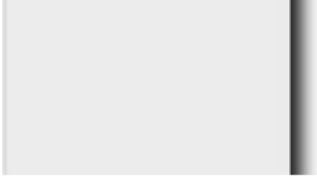
- UB and UBMS grantees must complete and submit this report by **January 8, 2010**, except for those UB projects with December 1 start dates.
- Regular UB projects with December 1 start dates must complete and submit this report by **February 26, 2010**.
- VUB grantees must complete and submit this report by **January 8, 2010**.

**New Updates:**

Login information is no longer supplied in the "Letter to Project Directors". You must register to obtain your User ID and Password. We strongly advise grantees to register on the site immediately so the information is available when you are ready to begin your APR submission and to avoid delays during the last week of submission.

Registration is required in order to protect the security of the annual performance report data. To receive the user id and password, you will need to provide the PR number, the Project Director's first and last name, as well as the Director's e-mail address. Upon successful verification, an e-mail with the user id and temporary password for your institution will be forwarded to the director's e-mail address on file. If we are unable to verify this information online, the program officer for your grant and the Help Desk will be notified via e-mail to assist you.

**Begin Completing your Annual Performance Report (APR):**



This Web site contains the forms and instructions needed to prepare and submit on-line the annual performance report for UB/VUB/UBMS for program year 2008-09. Before accessing the Web site, you may want to download, for your reference, an electronic copy or print a hard copy of the report at: [Upward Bound/Upward Bound Math-Science](#) or the [Veterans Upward Bound](#) Web site.

- To begin completing your APR, enter your user id and password.
- If you do not have a user id or password, click on the "[Register Here Each Year](#)" link to register.

[Paperwork Reduction Act](#) | [Warning](#)

## 2.1 Register as a First Time User

To register as a first time user, enter your PR Number, your project director's email address, first and last name. If the information matches the system of record, the system will email your user id and password to the project director; otherwise, it will email your program specialist to verify your information.

**Note:** You should receive a response within 24 hours. Please wait at least 24 hours before contacting the help desk about registration verification issues.

**UB/UBMS/VUB Online**  
Federal TRIO Programs

[Report Problem](#) | [Email Help Desk](#) | [UB/UBMS Instructions](#) | [VUB Instructions](#) | [UB/UBMS APR Web Site User Guide](#) | [VUB APR Web Site Use](#)

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### User Registration

To receive your userid and password:

Please complete the required information and submit the form below. Upon verification, your login information will be e-mailed to the Project Director at the e-mail address we have on file. Further login instructions will be provided in the e-mail.

If you do not have the project information or we are unable to verify it:

An e-mail will be sent to your Program Specialist for assistance in verifying your project information. You should receive a response within 24 hours. Please wait 24 hours before contacting the help desk about registration verification issues.

PR Number\*:

Director's E-mail Address\*:

Director's First Name\*:

Director's Last Name\*:

\*Required fields.

[Report Problem](#) | [Email Help Desk](#) | [UB/UBMS Instructions](#) | [VUB Instructions](#) | [UB/UBMS APR Web Site User Guide](#) | [VUB APR Web Site Use](#)

### 2.1.1 Registration Failed:

If the system is unable to verify the information you entered, it will display the **Registration Failed** page, shown below. This page describes the secondary verification process.

- If you think you made a mistake on the registration page, click the “**Go back to registration form**” button to try again.
- If you are a new project director, you must enter the information requested on the lower half of the page.

Once the program specialist has verified your information, the help desk will contact you within 24 hours using **the email address that you provide on this page**. Please allow 24 hours for verification and response.

Director's information provided does not match the records in the system.

#### Registration Failed

The information you entered on the project director does not match the information on file. The information on file may not reflect recent changes in the project director and/or e-mail address. An e-mail will be sent to your program specialist requesting verification of the information you submitted.

Upon verification from your program specialist, the Help Desk will contact you using the e-mail address you provide below. Please allow 24 hours for verification and a response.

You may contact the [TRIO Help Desk](#) for further assistance but keep in mind that we can not disclose username and passwords over the phone or without further verification from your Program Specialist.

Please enter the following contact information and then click on "Submit" button to process the verification request with your Program Specialist.

OR

If you want to go back and try again, click the "Go back to registration form" button.

Director's First Name*:	<input type="text"/>
Director's Last Name*:	<input type="text"/>
Are you a new director?*	<input type="radio"/> Yes <input checked="" type="radio"/> No
Do you have a new e-mail address?*	<input type="radio"/> Yes <input checked="" type="radio"/> No
Provide your current e-mail address*:	<input type="text"/>
Director's Phone Number:	<input type="text"/> <small>e.g., 999-999-9999</small>
	ext. <input type="text"/>

### 2.1.2 Registration Successful:

If the system successfully verifies your information, it will email your login information to your project director and redisplay the main page with the message shown below.



Federal TRIO Programs

[Register Here](#)

[Register Here  
Each Year](#)

Login to access your APR:

Your user id and password  
have been e-mailed to the  
program director's e-mail  
account we have on file.

User ID:

Password:

Login

[Forgot Password?](#)

OMB Approval No.: 1840-0762  
Expiration Date: 07/31/2011

## UB/UBMS/VUB Online Program Year 2008-2009

[Help Desk](#) | [UB and UBMS Instructions](#) | [VUB Instructions](#)

### ➤ Important Dates

- UB and UBMS grantees must complete and submit this report by **January 8, 2010**, except for those UB projects with December 1 start dates.
- Regular UB projects with December 1 start dates must complete and submit this report by **February 26, 2010**.
- VUB grantees must complete and submit this report by **January 8, 2010**.

### ➤ New Updates:

Login information is no longer supplied in the "Letter to Project Directors". You must register to obtain your User ID and Password. We strongly advise grantees to register on the site immediately so the information is available when you are ready to begin your APR submission and to avoid delays during the last week of submission.

Registration is required in order to protect the security of the annual performance report data. To receive the user id and password, you will need to provide the PR number, the Project Director's first and last name, as well as the Director's e-mail address. Upon successful verification, an e-mail with the user id and temporary password for your institution will be forwarded to the director's e-mail address on file. If we are unable to verify this information online, the program officer for your grant and the Help Desk will be notified via e-mail to assist you.

### ➤ Begin Completing your Annual Performance Report (APR):


This Web site contains the forms and instructions needed to prepare and submit on-line the annual performance report for UB/VUB/UBMS for program year 2008-09. Before accessing the Web site, you may want to download, for your reference, an electronic copy or print a hard copy of the report at: [Upward Bound/Upward Bound Math-Science](#) or the [Veterans Upward Bound](#) Web site.

- To begin completing your APR, enter your user id and password.
- If you do not have a user id or password, click on the ["Register Here Each Year"](#) link to register.

[Paperwork Reduction Act](#) | [Warning](#)

## 2.2 Log in as a Registered User

Log in to the system with your new user id and password. After your initial login, the system will prompt you to change your temporary password. Your new password must include at least one upper case letter, one lower case letter, one number, and one special character.

**UB/UBMS/VUB Online**  
Federal TRIO Programs

[Report Problem](#) | [Email Help Desk](#) | [UB/UBMS Instructions](#) | [VUB Instructions](#) | [UB/UBMS APR Web Site User Guide](#) | [VUB APR Web Site Use](#)

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**First Time Login**

You are required to change your password the first time you log into the system. After you change your password, you will need to login with your new password. The password must be at least eight characters, and include combinations of the following:

- at least one English uppercase character (A-Z)
- at least one English lowercase character (a-z)
- at least one numeric number (0-9)
- at least one non-alphanumeric special character (e.g.: !, @, #, \$, %, \*, %, /, +, -)

The email address provided below will be used to verify your identity in the "Forgot Password" feature of the website.

---

PRNO Number

P047V080080

Temporary Password\*

New Password \*

Confirm Password\*

E-mail Address\*

First Name\*

Last Name\*

\*Required fields.

[Report Problem](#) | [Email Help Desk](#) | [UB/UBMS Instructions](#) | [VUB Instructions](#) | [UB/UBMS APR Web Site User Guide](#) | [VUB APR Web Site Use](#)

## 2.3 Forgot Password

If you forget your password after you have logged in and changed it, click on the ***Forgot Password*** link on the Main Page. Enter and submit the requested information and the system will email your password to you.

**UB/UBMS/VUB Online**  
Federal TRIO Programs

[Report Problem](#) | [Email Help Desk](#) | [UB/UBMS Instructions](#) | [VUB Instructions](#) | [UB/UBMS APR Web Site User Guide](#) | [VUB APR Web Site Us](#)

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### Forgot Password

Please enter the following information. If all the information provided matches with our records, your password will be e-mailed to you shortly. If you need further assistance in obtaining your password, please contact the TRIO Help Desk by e-mail [UBWeb@CBMWWeb.com](mailto:UBWeb@CBMWWeb.com) or call (703) 846-8248.

Note: If this is the first time you entered the UB/VUB/UBMS website and you do not know your password, please contact the TRIO Help Desk for assistance.

PR Number\*:

E-mail Address\*:

First Name\*:

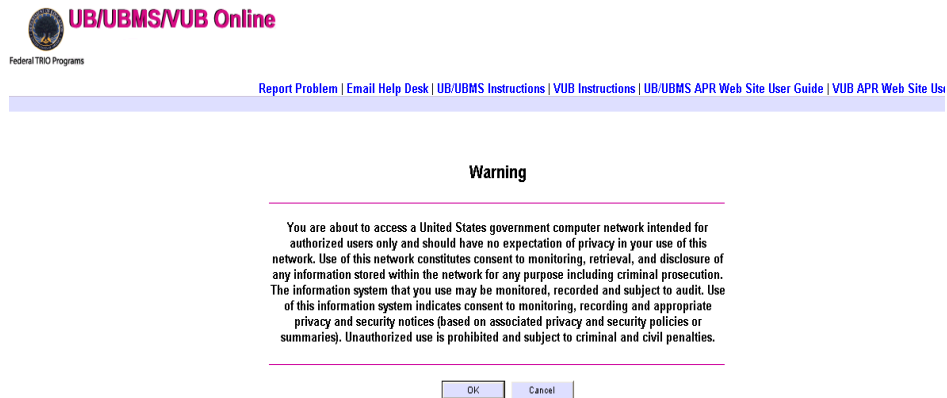
Last Name\*:

\*Required fields.

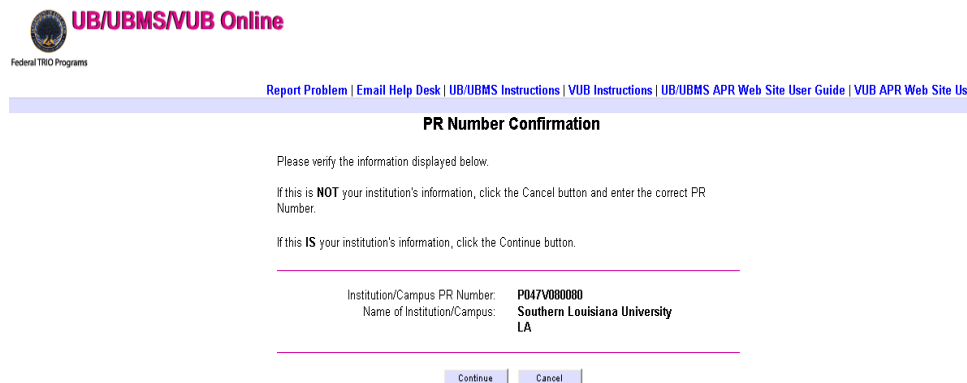
[Report Problem](#) | [Email Help Desk](#) | [UB/UBMS Instructions](#) | [VUB Instructions](#) | [UB/UBMS APR Web Site User Guide](#) | [VUB APR Web Site Us](#)

## 2.4 Successful Login

A warning message regarding authorized use and privacy will display after you log in successfully. Click “**OK**” to continue.



Confirm that the correct PR number and institution are displayed by clicking “**OK**”. If the information is incorrect, please click “**Cancel**” and report the problem to the help desk.



### 3 Navigating the Site

The APR has three sections. After initial login, the system displays the Section I page. To navigate between sections, click on the individual tabs at the top of the page, ***Section I, Section II, and Review and Submit***. The current tab is highlighted in light blue.

The PR /Award Number and institution name are displayed at the upper left corner of each page.

At the upper right corner, note that there are five hyperlinks:

- The ***Report Problem*** link allows you to report a problem with the site to the Help Desk;
- The ***Email Help Desk*** link lets you generate an e-mail message to the Help Desk requesting assistance;
- The ***VUB Instructions*** link displays the Department of Education (ED) site's VUB APR page. From there, you can download APR instructions and the participant record structure. The Department strongly suggests that you review these documents before working with the Web application.
- The ***UB/UBMS Instructions*** link displays the Department of Education (ED) site's UB/UBMS APR page. From there, grantees of these programs can download APR instructions and the participant record structure.
- The links for the ***VUB AND UB/UBMS APR Web Site User Guides*** connects users to this downloadable guide and to the companion guide for UB/UBMS grantees.
- The ***Log Out*** link logs you off the application and displays the main page.

The section tabs and hyperlinks are repeated at the bottom of the page for convenience.

Once you have completed Section I, click on the "***Save and go to next section***" button. You may tab from one section to another, or log off and return at another time to complete a section. If you do, be sure to save the current page before exiting. The system will validate your entries and will not allow you to submit the APR if it detects errors or omissions.

## 4 Section I: Project Identification, Certification, and Warning

Section I of the report will display with pre-populated information about your grantee institution. Verify the information and update as needed. If you would like an email confirmation when you successfully submit your report, enter your email address on this page.

The project director and certifying official for the institution must sign and date Section I of the 2008-09 APR to certify that the information reported and submitted electronically is readily verifiable, accurate, and complete. After you complete the APR online, print a hard copy of the completed report and obtain the required signatures. After both the director and the certifying official have signed the report, fax the signed **Section I only** of the APR to: **(703) 832-1360**.

**Please do not fax the entire report.** For your records, you should keep in your files Section I with the original signatures and a copy of the two parts of your APR submission: (1) the PDF version of Section I and the data validation reports, which you will be able to print at the end of your submission; and (2) the Excel file of your individual participant records. These items are discussed later in this user's guide.

Section I - Project Identification, Certification and Warning			
<b>A. Identification:</b> (Fields marked with an asterisk "*" are required.)			
1. PR/Award Number:		P047V080080	
2. Name of Grantee Institution/Agency:		Southern Louisiana University	
3. Address:		Campus: SLU 10508	
		Street:*	
		City:*	
		State:*	
		Zip:*	
4. Name of Project Director:		Prefix: First Name: * MI: Last Name: *	
		Chevonne C Neal	
5. Telephone Number: *		985-549-2929 ex..999-999-9999 ext.	
Fax Number:		ex..999-999-9999 ext.	
E-mail Address:*		CHEVONNE.NEAL@SELU.EDU	
6. Report Period:		09/01/2008 to 08/31/2009	
7. Type of Project:		Upward Bound-Veterans	
8. For UBMS projects only, please indicate whether project is *:			

- ☐ regional (i.e., serves at least two states) or  
☐ non-regional (i.e., operates within a state or a locality).

9. Project Characteristics (to be completed by all UB and UBMS projects; **not applicable to VUB**)\*

a. Summer residential program (select one below)

- ☐ Yes  
☐ No  
☐ Some participants are residential, others commute

b. Number of weeks of summer program (insert #)

c. Frequency of academic year contacts between project staff and participants (select only one)

- ☐ Weekly  
☐ Twice a month  
☐ Once a month  
☐ Quarterly  
☐ No face-to-face contact  
☐ Other

10. Data Entry Person:

Prefix:

First Name: \*

MI:

Last Name: \*

Telephone Number: \*

ex.:999-999-9999 ext.

If you would like to receive an email confirmation upon successful submission of your Annual Performance Report, please enter your email address:

**B. Certification**

The Project Director and Certifying Official are required to sign and date Section I of the 08-09 Annual Performance Report form to certify the accuracy and completeness of the information submitted electronically. After completing the entire report online, you will be able to print a copy of Section I, which will include signature lines for the project director and certifying official. Please print and fax SECTION I only to the U. S. Department of Education at (703) 832-1360. Please use the Print button provided on the Submit page.

**Please review the information in this section for accuracy and make needed changes before proceeding to the next section of the report form.**

☐ I have verified the information in this section.

**C. Warning**

Any person who knowingly makes a false statement or misrepresentation on this report is subject to penalties which may include fines, imprisonment, or both, under the United States Criminal Code and 20 U.S.C. 1097.

Further federal funds or other benefits may be withheld under these programs unless this report is completed and filed as required by existing law (20 U.S.C. 1231a) and regulations (34 CFR 75.590 and 75.720).

Save and go to next section

Reset

## 5 Section II: Record Structure for Individual Participants

### 5.1 Section II Main Page

To access Section II, click the *Section II* tab at the top or bottom of the page, or complete Section I and click on the “*Save and go to next section*” button.

Download:

*Instructions for Completing the VUB Annual Performance Report for 2008-09*  
and

*Section II –VUB Individual Record Structure* through the hyperlinks on this page.

**Section II - Record Structure for Individual Participants**  
**Upward Bound and Upward Bound Math-Science Participant Data Collection Web Tool**

Each VUB grantee is required to submit annually detailed information on each participant served by the project during the project year being reported and provide updated information on prior year participants.

Download the [Instructions for Completing the VUB Annual Performance Report for 2008-09](#) and the [Section II - VUB Individual Record Structure](#) document for complete details on the reporting requirements.

**Getting Started**

To begin/continue the participant data collection process, click on the "Getting Started" button.

Getting Started

Click on the “*Getting Started*” button to continue.

## 5.2 Getting Started Page

This page identifies four options for reporting and submitting participant data:

- [Download](#) an Excel file of last year's submitted data; update the file and then upload directly to the Web form.
- [Upload](#) an Excel/CSV file directly to the Web form.
- [Transfer](#) last year's data submission to the Web form, and update and add records online.
- [Enter Participant data](#) directly into the Web form.

**Section II - Record Structure for Individual Participants  
Getting Started**

Section II - The VUB online application provides four options for starting the data submission process:

- [Download](#) an Excel file of last year's submitted data; update the file and then upload directly to the Web form.
- [Upload](#) an Excel/CSV file directly to the Web form.
- [Transfer](#) last year's data submission to the Web form and update and add records online.
- [Enter Participant data](#) directly into the Web form.

*Please be advised that for security reasons, when downloading your file, we will not include your participants' social security numbers (SSN). Therefore, you should provide your participants' SSNs when uploading the file, as this is the primary identifier used to match participant records across project years.*

If you are unable to prepare an Excel (or CSV) file using your existing database, you have the option of transferring last year's data directly into the Web form or entering participant data directly into the Web form.

**Continue Participant Data**

Our records indicate that you started the participant data collection process. To continue working on your participant data, click the "Continue" button.

Continue

**Download Last Year's Data to an Excel File**

You may obtain last year's data in an Excel spreadsheet for editing on your desktop. The download file contains the data from 2007-08 that generally remains accurate for the 2008-09 file, though updates may be necessary in the case of some fields for some students. Fields that usually need updates or new data are not included in the download file. Please see pages 27-28 of the general instructions for lists of fields that typically are or are not in need of updates. The download file can be updated offline using Excel or by import into another database (e.g., Access).

*As noted above, please be advised that for security reasons, when downloading your file, we will not include your participants' social security numbers (SSN). Therefore, you should provide your participants' SSNs when uploading the file, as this is the primary identifier used to match participant records across project years.*

Once you have completed the participant data file you must save the file as an Excel spreadsheet or a comma delimited format with "csv" extension, then upload the file using the "Upload an Excel File to the Web Data Entry Form" function.

The download file for your grantee has been generated in our system. Please click on the file name to open the file or right click on it to save the file on your PC.

### Upload an Excel File to the Web Data Entry Form

Prior to uploading your file (1) verify that you have the correct number of fields and that they are in the correct sequence as specified in SECTION II: RECORD STRUCTURE FOR PARTICIPANTS (i.e., a valid upload file should have 39 columns) and (2) the file you are uploading contains the participants' social security numbers as this is the primary identifier used to match participant records across project years.

Please use the Browse button to select the file or type the file name and directory path in the box below. The participant data file must be in an Excel spreadsheet or a comma delimited format with ".csv" extension. Then click on the "Upload File" button to proceed.

File to Upload

[What is a CSV file?](#)

### Transfer Last Year's Data to the Web Form

The 2007-08 Participant Data submitted last year is available. To transfer last year's data to the web data entry form for online data entry, click the "Transfer Data" button.

**Please note:** For this reporting year, several modifications were made to the individual record structure fields. Last year's data may contain errors which the web tool will display. You will be required to correct all errors prior to submitting.

Download [Section II - VUB Individual Record Structure](#) document for complete details.

### Enter New Participant Data

You may enter the individual participant data directly on the web data entry form. Click the "Add New" button.

## 5.2.1 Download last year's submitted data

You can download last year's participant data in an Excel file, modify it on your desktop, and later upload it to the site.

If you choose to download the Excel file with your last year's data, please note that the download feature does not include the social security numbers (SSNs) of your participants, even though the file you provided us contained this information. This change was made to better protect the personal information contained on the data file and prevent inadvertent misuse of information provided by the Department. However, *the participant data file you prepare for the 2008–09 APR should include the SSNs of all participants*, as this is the primary identifier used to match participant records across project years.

Also, the data from last year's file for certain fields that need to be updated each year will not be on the Excel file you download. You will need to complete these data fields with information from your 2008–09 project year. In the general instructions, please see pages 27-28 for a list of fields that should not change from year to year unless you have discovered that erroneous data had been entered in the past.

To download last year's data file, click on the "**Download Data**" button. A file name will display as a [blue hyperlink](#).

To save the file to your desktop:

- Right click your mouse and select the "**Save Target As**" option. Identify a folder on your desktop (e.g., My Documents) to save the file. You may then open the file on your desktop with Excel.

Or

- Click on the file name hyperlink to open it, and save it to your desktop.

After downloading the file, you can update the Excel file or import the data into a database application such as MS Access. Follow the ***Instructions for Completing the VUB Annual Performance Report for 2008-09*** to update the prior year's data and add records for new 2008-09 participants.

As noted above, for security reasons, we do not include participant social security numbers (SSNs) in the data file. You will need to add these to the file before uploading it.

#### Download Last Year's Data to an Excel File

You may obtain last year's data in an Excel spreadsheet for editing on your desktop. The download file contains the data from 2007-08 that generally remains accurate for the 2008-09 file, though updates may be necessary in the case of some fields for some students. Fields that usually need updates or new data are not included in the download file. Please see pages 27-28 of the general instructions for lists of fields that typically are or are not in need of updates. The download file can be updated offline using Excel or by import into another database (e.g., Access).

*As noted above, please be advised that for security reasons, when downloading your file, we will not include your participants' social security numbers (SSN). Therefore, you should provide your participants' SSNs when uploading the file, as this is the primary identifier used to match participant records across project years.*

Once you have completed the participant data file you must save the file as an Excel spreadsheet or a comma delimited format with ".csv" extension, then upload the file using the "Upload an Excel File to the Web Data Entry Form" function.

The download file for your grantee has been generated in our system. Please click on the file name to open the file or right click on it to save the file on your PC.

[P047V080080\\_2007-08.xls](#)

When you have made all necessary modifications and saved the file as an Excel spreadsheet or a comma-delimited CSV file, return to this page, and follow the instructions to "**Upload an Excel File to the Web Data Entry Form**".

### 5.2.2 Upload an Excel file to the Web Data Entry Form.

This option lets you upload the 2008-09 file in an Excel spreadsheet format or as a CSV file (comma-delimited text file). Most databases can convert a file to either CSV or Excel format. For instructions on creating a CSV file, click the ***What is a CSV file?*** hyperlink. Before uploading your participant data file, verify that:

- The file is either an Excel spreadsheet or a comma-delimited CSV file;
- You have the correct number of fields (39) and they are in the sequence specified in ***Section II - Individual Record Structure***;
- If your file is an Excel spreadsheet, it should use the column names identified in ***Section II - Individual Record Structure***; and
- The file contains the participants' social security numbers. (SSN is the primary identifier we use to match participant records across project years.)

Use the "***Browse***" button to select the file, or type the file name and directory path. Click on the "***Upload File***" button to proceed.

**Upload an Excel File to the Web Data Entry Form**

Prior to uploading your file (1) verify that you have the correct number of fields and that they are in the correct sequence as specified in SECTION II: RECORD STRUCTURE FOR PARTICIPANTS (i.e., a valid upload file should have 39 columns) and (2) the file you are uploading contains the participants' social security numbers as this is the primary identifier used to match participant records across project years.

Please use the Browse button to select the file or type the file name and directory path in the box below. The participant data file must be in an Excel spreadsheet or a comma delimited format with ".csv" extension. Then click on the "Upload File" button to proceed.

File to Upload

[What is a CSV file?](#)

If your file is formatted correctly, you may proceed to the ***Review Participant List and Data Error Report (Table View)*** page; otherwise, the system will display the errors it has detected with your file format, and provide instructions for correcting them. See Section 5.5 for sample errors.

If you are unable to provide an Excel or CSV file, you may elect to:

### 5.2.3 Transfer last year's submitted data directly into the on-line form.

To transfer the 2007-08 participant data that you successfully submitted last year to the on-line data entry form, click on the "***Transfer Data***" button. On the ***Review Participant List and Data Error Report (Table View)*** page, you can edit data for prior participants and add new ones.

**Note:** If you choose to transfer last year's data directly to the Web form, the data from last year's file for certain fields that need to be updated each year will not transfer to the Web form. You will need to complete these data fields with information from your 2008–09 project year. In the general instructions, please see pages 27–28 for a list of fields that should not change from year to year unless you have discovered that erroneous data had been entered in the past.

You will need to provide missing information and correct all errors before submitting.

Download [Section II – VUB Individual Record Structure](#) document for complete details.

#### Transfer Last Year's Data to the Web Form

The 2007-08 Participant Data submitted last year is available. To transfer last year's data to the web data entry form for online data entry, click the "Transfer Data" button.

**Please note:** For this reporting year, several modifications were made to the individual record structure fields. Last year's data may contain errors which the web tool will display. You will be required to correct all errors prior to submitting.

Download [Section II - VUB Individual Record Structure](#) document for complete details.

Transfer Data

### 5.2.4 Enter new participant data

Click the “**Add New**” button to enter the data for each participant directly into the form.

Enter new participant data directly into the on-line form.

#### Enter New Participant Data

You may enter the individual participant data directly on the web data entry form. Click the "Add New" button.

Add New

You may enter or update the individual participant data in the web form below. If this is the first time you have accessed this screen, we advise you to click here to [see more navigational instructions and information about the screen.](#)

Click on the "Back to Table View" button to return to the participant list.

Personal Fields 1-16	Participation Fields 17-26	Status/Active Duty Fields 27-30	Postsecondary Fields 31-39
<b>Participant Name:</b> <b>SSN:</b>			<b>Error Description</b> <b>Transferred value</b>
1. PR/Award Number:	P047V080080		
2. Batch Year:	2008		
3. Program Type:	3 = Veterans Upward Bound ▼		
4. Social Security Number:	<input type="text" value=""/>		
5. Last Name:	<input type="text" value=""/>		
6. First Name:	<input type="text" value=""/>		
7. Middle Initial:	<input type="text" value=""/>		
8. Date of Birth:	<input type="text" value=""/> (MM/DD/CCYY)		
9. Gender:	Select One ▼		
10. Ethnicity-Hispanic:	Select One ▼		
11. Race-American Indian/Alaskan Native:	Select One ▼		
12. Race-Asian:	Select One ▼		
13. Race-Black or African American:	Select One ▼		
14. Race-White:	Select One ▼		
15. Race-Native Hawaiian or Other Pacific Islander:	Select One ▼		
16. Eligibility:	Select One ▼		
<div> <input type="button" value="Save"/> <input type="button" value="Delete"/> <input type="button" value="Reset"/> <input type="button" value="Back to Table View"/> </div> <p>Click "Save" before moving to another participant record.</p>			

### 5.2.5 The “Continue” button

Whether you choose to upload, transfer, or enter data directly, you may save data without submitting and come back to it later.

The system detects whether you have begun the data collection process and provides the option to continue entering/updating participant data on-line. The “**Continue**” button will not display until you have already uploaded, entered, or transferred data, exited the system and logged back in.

After clicking on the “**Getting Started**” button on the main Section II page, you can choose to continue with your data, or select one of the other options.

**Section II - Record Structure for Individual Participants**  
**Getting Started**

Section II - The VUB online application provides four options for starting the data submission process:

- [Download](#) an Excel file of last year's submitted data; update the file and then upload directly to the Web form.
- [Upload](#) an Excel/CSV file directly to the Web form.
- [Transfer](#) last year's data submission to the Web form and update and add records online.
- [Enter Participant data](#) directly into the Web form.

*Please be advised that for security reasons, when downloading your file, we will not include your participants' social security numbers (SSN). Therefore, you should provide your participants' SSNs when uploading the file, as this is the primary identifier used to match participant records across project years.*

If you are unable to prepare an Excel (or CSV) file using your existing database, you have the option of transferring last year's data directly into the Web form or entering participant data directly into the Web form.

**Continue Participant Data**

Our records indicate that you started the participant data collection process. To continue working on your participant data, click the "Continue" button.

Continue

### 5.3 Review Participant List and Data Error Report (table view)

If you selected the *Continue*, *Upload*, or *Transfer* option on the *Getting Started* page, you will proceed to the *Table View* page shown below. This page lists the participants in the file, the total number of participants in the file, any formatting or value errors, and any data validation errors, and provides a printable report of those errors.

*Note – student names have been removed from the screen shot below. Your screen will include the names of your students.*

Section II - Record Structure for Individual Participants

Review Participant List and Data Error Report (Table View)

The following table is a complete listing of your project's participant records that have been uploaded, transferred, entered into this Web application and/or added to the list. If this is the first time you have accessed this screen, we advise you to click here to see more navigational instructions and information about the data errors.

SSN for all student records are blank.

<< Prev

Page 1 of 31

Next >>

Printable version - Participant List Report

Table View - Total Number of Participants: 751

Last Name	First Name	SSN	Invalid Format/Value Error	Data Validation Error	Message	Record Number	Delete
			10			150	✕
				19,37		682	✕
				19,37		720	✕
				19,37		736	✕
				19,37		687	✕
				19,37		652	✕
				19,37		632	✕
				19,37		694	✕
				19,37		714	✕
				19,37		668	✕
				19,37		724	✕
				19,37		600	✕
				19,37		738	✕
				19,37		726	✕
				19,37		744	✕
				19,37		689	✕
				19,37		691	✕
				19,37		693	✕

			19,37		709	✗
			19,37		748	✗
			19,37		542	✗
			19,37		505	✗
			19,37		749	✗
			19,37		667	✗
			19,37		723	✗

<< Prev Page 1 of 31 Next >>

[Add Participant](#)

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If you have made changes to the participants' data on the web application, at anytime you may obtain a downloadable file to edit offline and re-upload the data file by returning to the "Section II - Getting Started". By clicking on the "Download Participant Data" button the system will generate a current participants' data file and this screen will be refreshed to show a link to this data file.

[Download Participant Data](#)

---

### Navigational Instructions and Data Error Information

You have the following options when editing the participant errors:

- If you uploaded or transferred your file, you may obtain last year's data and/or edit your data offline and re-upload the data file by returning to "[Section II - Getting Started](#)".
- To identify the participant records with errors, you will need to scroll through several Web pages (each page displays 25 records). Or you may click on the "printable version" hyperlink to print the entire report.

Or you may edit the data directly on the Web application:

- You may click the Last Name hyperlink to edit participant data or correct data errors.
- You may click the "✗" image in the "Delete" column to delete a participant data record.
- You may click the "Add Participant" button to add a new participant data record.
- You may sort by Last Name, SSN, Invalid Value/Validation Error, Data Validation Error, Soft Check Validation Error, or Record Number by clicking on the column title hyperlinks.

If you have a large number of participant records with errors, we recommend correcting the data offline and uploading a corrected file.

This report also displays three types of errors: (1) invalid data format/values, (2) data validation errors, and (3) soft check validation error. You must correct all the data errors in (1) invalid data format/values and (2) data validation errors before you will be able to submit the APR.

- An invalid format/value error is when the data field(s) for the participant record includes a value(s) other than one of the "Valid Field Content" options provided in column 4 of Section II. To correct these types of errors online, you may click on the Last Name hyperlink and then enter a valid option in the identified data field(s).
- A data validation error identifies data fields that are in conflict with data you provided in another data field. By clicking on the Last Name hyperlink, you will see an error message that explains the error. You may then correct the data online.
- A soft check validation error is similar to data validation error, but the system does not require you to correct the error before APR submission.


If you uploaded participant data, the Record Number column will display the record numbers in your upload file for each individual participant record. The record numbers will help you to find the records with errors easily if you want to correct errors offline.

[Back to Top](#)

The **Table View** page displays up to 25 records. To view additional students, click on the **Prev** or **Next** links displayed above and below the table.

Records are sorted by data validation error. Click on another column heading to sort by that column.

To view a participant's record, click the ***Last Name*** hyperlink. This will direct you to the Web form where you can enter information for the participant.

To delete a participant record, click the “” image in the “***Delete***” column for the participant.

To add a participant record, click on the “***Add Participant***” button below the table. This will direct you to the Web form where you can enter information for the participant. See Section 5.4 of this document for further instructions about the participant data Web form.

To generate a printable report of the errors on the file, click on the ***Printable Version – Participant List Report*** link above the table.

The table view displays three types of errors:

- invalid data format/values;
- cross validation errors; and
- soft check validation errors.

You must correct all invalid data and cross validation errors before you can submit the APR. The number in the "Error Description" column represents the field in error.

- An invalid format/value error occurs when a data field includes a value that is not a valid response for the question. To correct this type of error online, click on the ***Last Name*** hyperlink and select a valid option or enter text, if applicable, in the identified data field.
- A cross validation error occurs when the value in one field conflicts with the value in another field. Click on the ***Last Name*** hyperlink to see a message explaining the error. This message will appear in red below the participant's SSN. You may then correct the data online.
- A soft check validation error represents a validation that may be correct, but should be verified.

If there are several participant records with errors, you may choose to correct the data offline and to upload the corrected file later. To download the file, which will include any updates you have saved, click on the “***Download Participant Data***” button under the participant list. After editing the data offline, return to ***Section II – Getting Started*** to upload the revised file. See **Section 5.5** for instructions on uploading a file.

If you are viewing the page for the first time, click on the ***See more navigational instructions and information about data errors*** hyperlink at the top of the page. This link will provide additional information about navigating the site. Click on the ***Back to Top*** hyperlink to return to the top of the page and edit participant records.

## 5.4 Participant Data Form

To access the online participant data entry page, which displays data about each individual student:

From the *Section II - Getting Started* page:

- Click on the “*Add New*” button; or
- Transfer or upload data, or click on the “*Continue*” button on the **Section III - Getting Started** tab.

From the *Table View* page:

- Click on the *Last Name* hyperlink for a participant.

For most data fields on the participant data form tabs, dropdown menus will display valid field content. Clicking on the blue "information" icons that are found next to many fields will produce a pop-up box displaying valid options and instructions from the data structure as it appears on the TRIO Web pages. When you are finished with a box, you must click on the "x" to make it disappear before you can pop up another one.

### 5.4.1 Personal Tab

Enter or update fields 1 through 16. Error descriptions and imported/transferred values appear on the right, where applicable. Use the buttons at the bottom to “*Save*”, “*Delete*”, “*Reset*”, or go “*Back to table view*”. To move to the next student, click the “*Save*” button before clicking the *Next >>* link or the “*Back to table view*” button.

You may enter or update the individual participant data in the web form below. If this is the first time you have accessed this screen, we advise you to click here to [see more navigational instructions and information about the screen](#).

Click on the "Back to Table View" button to return to the participant list.

Personal Fields 1-16	Participation Fields 17-26	Status/Active Duty Fields 27-30	Postsecondary Fields 31-39
<b>Participant Name:</b> <b>SSN:</b>			<b>Error Description</b> <b>Transferred value</b>
1. PR/Award Number:	P047V080080		
2. Batch Year:	2008		
3. Program Type:	3 = Veterans Upward Bound ▼		
4. Social Security Number:	<input type="text" value=""/>		
5. Last Name:	<input type="text" value=""/>		
6. First Name:	<input type="text" value=""/>		
7. Middle Initial:	<input type="text" value=""/>		
8. Date of Birth:	<input type="text" value=""/> (MM/DD/YYYY)		
9. Gender:	Select One ▼		
10. Ethnicity-Hispanic:	Select One ▼		
11. Race-American Indian/Alaskan Native:	Select One ▼		
12. Race-Asian:	Select One ▼		
13. Race-Black or African American:	Select One ▼		
14. Race-White:	Select One ▼		
15. Race-Native Hawaiian or Other Pacific Islander:	Select One ▼		
16. Eligibility:	Select One ▼		
<div> <input type="button" value="Save"/> <input type="button" value="Delete"/> <input type="button" value="Reset"/> <input type="button" value="Back to Table View"/> </div> <p>Click "Save" before moving to another participant record.</p>			

## 5.4.2 Participation Tab

Enter or update fields 17 through 26. Error descriptions and imported/transferred values appear on the right, where applicable. Use the buttons at the bottom to “**Save**”, “**Delete**”, “**Reset**”, or go “**Back to Table View**”. To move to the next student, click the “**Save**” button before clicking the *Next >>* link or the “**Back to table view**” button.

You may enter or update the individual participant data in the web form below. If this is the first time you have accessed this screen, we advise you to click [here to see more navigational instructions and information about the screen.](#)

Click on the “Back to Table View” button to return to the participant list.







Personal Fields 1-16	Participation Fields 17-26	Status/Active Duty Fields 27-30	Postsecondary Fields 31-39
<b>Participant Name:</b> <b>SSN:</b>		<b>Error Description</b>	<b>Transferred value</b>
17. Recruitment: Select One			
18. Educ. Status at Date of 1st Service: Select One			
19. Scheduled Completion Year: Select One			
20. Revised Scheduled Completion Year: Select One			
21. Circumstances of Rescheduling: Select One			
22. Reason for Rescheduling: Select One			
23. Date of First Project Service: <input type="text"/> (MM/DD/CCYY)			
24. Job status at Project Entry: Select One			
25. Has disability: Select One			
26. Participant Status: Select One			
<div>Save Delete Reset Back to Table View</div> <p>Click “Save” before moving to another participant record.</p>			

## 5.4.3 Status/Active Duty Tab

Enter or update fields 27 through 30. Error descriptions and imported/transferred values appear on the right, where applicable. Use the buttons at the bottom to “**Save**”, “**Delete**”, “**Reset**”, or go “**Back to table view**”. To move to the next student, click the “**Save**” button before clicking the *Next >>* link or the “**Back to table view**” button.

You may enter or update the individual participant data in the web form below. If this is the first time you have accessed this screen, we advise you to click here to [see more navigational instructions and information about the screen](#).

Click on the "Back to Table View" button to return to the participant list.

Personal Fields 1-16	Participation Fields 17-26	Status/Active Duty Fields 27-30	Postsecondary Fields 31-39
<b>Participant Name:</b> <b>SSN:</b>			<b>Error Description</b> <b>Transferred value</b>
<b>Academic</b> Information on fields 28-30 should be accurate as of the end of the budget period. 27. Call to Active Duty During Reporting Period: <input type="text" value="Select One"/>  28. Improved Test Score at end of Budget Period: <input type="text" value="Select One"/>   29. Date of Last Service: <input type="text"/> (MM/DD/CCYY)  30. Reason for Leaving: <input type="text" value="Select One"/>  			
<input type="button" value="Save"/> <input type="button" value="Delete"/> <input type="button" value="Reset"/> <input type="button" value="Back to Table View"/>			

Click "Save" before moving to another participant record.

## 5.4.4 Postsecondary Tab

Enter or update fields 31 through 39. Error descriptions and imported/transferred values appear on the right, where applicable. Use the buttons at the bottom to “**Save**”, “**Delete**”, “**Reset**”, or go “**Back to table view**”. To move to the next student, click the “**Save**” button before clicking the *Next >>* link or the “**Back to table view**” button.

You may enter or update the individual participant data in the web form below. If this is the first time you have accessed this screen, we advise you to click [here](#) to [see more navigational instructions and information about the screen](#).

Click on the “Back to Table View” button to return to the participant list.

Personal Fields 1-16	Participation Fields 17-26	Status/Active Duty Fields 27-30	Postsecondary Fields 31-39
<b>Participant Name:</b> <b>SSN:</b>			<b>Error Description</b> <b>Transferred value</b>
31. Source of PSE Information: <input type="text" value="Select One"/>			
32. First Enrollment Date: <input type="text" value=""/> (MM/DD/CCYY)			
33. School Code for last attended inst: <input type="text" value=""/>			
34. College Status (begin of 09-10): <input type="text" value="Select One"/>			
35. Degree/Certification Completed: <input type="text" value="Select One"/>			
36. Date of Undergraduate Degree: <input type="text" value=""/> (MM/DD/CCYY)			
37. PSE enroll. obj. for 2008-09: <input type="text" value="Select One"/>			
38. PSE persistence-denominator: <input type="text" value="Select One"/>			
39. PSE persistence-numerator: <input type="text" value="Select One"/>			
<div>Save Delete Reset Back to Table View</div>			

Click “Save” before moving to another participant record.

## 5.4.5 Screen Navigation Instructions:

### Screen Navigational Instructions:

The participant data has been divided into four sections/tabs - Personal, Participation, Status/Active Duty, and Postsecondary. The web form displays the participant's name and social security number on the left side of the screen, below the tabs.

- To navigate through the sections and view the data provided in each section, click on the Personal, Participation, Status/Active Duty, and Postsecondary tab.
- To make changes to any field for a participant, use the pull-down menus provided, or enter text as appropriate (e.g., Last Name).
- To save changes, click on the "Save" button or click on another tab.
- To delete a record, click on the "Delete" button.
- To reset the data after you have already made changes, but have not saved, click on the "Reset" button.
- To advance to another participant's record, click on the "Next" or "Previous" link. You may also use the pull-down menu to select a record. Please note that you must click on the "Save" button before advancing to the "Next" or "Previous" record.

### Error Descriptions:

The web form provides two types of error descriptions for the individual: (1) invalid data format/values; and (2) data validation errors. The invalid data format/value appear in the "Error Description" column. The data validation errors appear at the top of the screen in red. To correct these errors, grantees should choose a valid value from the pull-down menu, enter data where applicable, or update their file offline. For further instructions on how to update your file offline, click on the Back to Table View button, then select the "see more navigational instructions and information about the data errors" hyperlink.

The original value, if applicable, will be displayed in the "Transferred or Imported Value" column.

## 5.5 Unsuccessful upload of Excel file

If the system detects errors in your uploaded Excel file, it will display an error message and instructions for correcting the error(s). Samples of typical errors are shown below.

### 5.5.1 Incorrect number of columns, missing data, or missing/misspelled column headers

**Section II - Record Structure for Individual Participants**  
**Upload an Excel File**

**Error!**

There are errors in the file you attempted to upload. For this report year a valid upload file should have 39 columns. The system detected the following column contains errors:

- **VetEthnic**

The file may have the following errors:

- Missing Column(s)
- Missing or Misspelling on Column Header(s)
- Missing Data in Column

To correct the error:

1. Open the spreadsheet you used for the upload.
2. Verify that you have the correct number of fields, they are named according to the [Section II - Individual Record Structure](#).
3. After the file has been corrected return to Section II and click "Getting Started" the Upload process or click on the Go Back button below.

Go Back

## 5.5.2 Error due to empty file

**Section II - Record Structure for Individual Participants**  
**Error Occurred !!!**

The following error occurred while trying to process your request.  
Please fix the problem below by clicking the Go Back button at bottom.

Column headers cannot be blank.  
Please check column headers and cell format in the upload file  
and upload again.

Go Back

## 5.6 Unsuccessful Upload of CSV Files

If the system detects errors in your uploaded CSV file, it will display an error message and instructions for correcting the error(s). Samples of typical errors are shown below.

### 5.6.1 Incorrect Number of Columns

**Section II - Record Structure for Individual Participants**  
**Error!**

The column names in the file you attempted to upload were either missing, misspelling, or not in the correct order. See the error report below for detail(s). To correct the error (s):

1. Open the spreadsheet you used for the upload.
2. Verify that the column names are correct and in the sequence specified in [Section II - Individual Record Structure](#).
3. After the file has been corrected return to Section II and click "Getting Started" the Upload process or click on the Go Back button below.

Error Report			
	Expected Column Name	Column Name in Upload File	Error Fields
1	VetPR	VetPR	
2	VetBatchAY	VetBatchAY	
3	VetType	VetType	
4	VetSSN	VetSSN	
5	VetLastNM	VetLastNM	
6	VetFirstNM	VetFirstNM	
7	VetMI	VetMI	
8	VetDOB	VetDOB	
9	VetGenderCD	VetGenderCD	
10	VetEthnic	VetEthnic	
11	VetRace1	VetRace1	
12	VetRace2	VetRace2	
13	VetRace3	VetRace3	
14	VetRace4	VetRace4	
15	VetRace5	VetRace5	
16	VetEligCD	VetEligCD	
17	VetRecruit	VetRecruit	

18	VetGradeLV1	VetGradeLV1	
19	VetSchedule	VetSchedule	
20	VetRevSchedule	VetRevSchedule	
21	VetRescheduleCircs	VetRescheduleCircs	
22	VetReasonReschedule	VetReasonReschedule	
23	VetProjEntDT	VetProjEntDT	
24	VetJob	VetJob	
25	VetDis	VetDis	
26	VetPartCD	VetPartCD	
27	VetCall	VetCall	
28	VetTest	VetTest	
29	VetLastSerDate	VetLastSerDate	
30	VetLeave	VetLeave	
31	VetSelfTranCD	VetSelfTranCD	
32	VetFirstEnrollDT	VetFirstEnrollDT	
33	VetPSECode	VetPSECode	
34	VetPSEGrLV	VetPSEGrLV	
35	VetDegreeCD	VetDegreeCD	
36	VetDegreeDT	VetPSEEnrollObj	Error
37	VetPSEEnrollObj	VetPSEPersistDenom	Error
38	VetPSEPersistDenom	VetPSEPersistNum	Error
39	VetPSEPersistNum		Error
Go Back			

## 5.6.2 Invalid PR Number

**Section II - Record Structure for Individual Participants**  
**Error Occurred !!!**

The following error occurred while trying to process your request.  
Please fix the problem below by clicking the Go Back button at bottom.

The PRNO in your upload file is P042V080080. This is an invalid PRNO.  
The PRNO for your institution should be P047V080080.  
Please update the upload file and try again.

[Go Back](#)

[Section I](#) | [Section II](#) | [Review & Submit](#)

[Report Problem](#) | [Email Help Desk](#) | [UB/UBMS Instructions](#) | [VUB Instructions](#) | [UB/UBMS APR Web Site User Guide](#) | [VUB APR Web Site](#)

## 5.6.3 Column Name Missing or Misspelled, or Column Out of Order

**Section II - Record Structure for Individual Participants**

**Error!**

The column names in the file you attempted to upload were either missing, misspelling, or not in the correct order. See the error report below for detail(s). To correct the error (s):

1. Open the spreadsheet you used for the upload.
2. Verify that the column names are correct and in the sequence specified in [Section II - Individual Record Structure](#).
3. After the file has been corrected return to Section II and click "Getting Started" the Upload process or click on the Go Back button below.

Error Report			
	Expected Column Name	Column Name in Upload File	Error Fields
1	VetPR	VetBatchAY	Error
2	VetBatchAY	VetType	Error
3	VetType	VetSSN	Error
4	VetSSN	VetLastNM	Error
5	VetLastNM	VetFirstNM	Error
6	VetFirstNM	VetMI	Error
7	VetMI	VetDOB	Error
8	VetDOB	VetGenderCD	Error
9	VetGenderCD	VetEthnic	Error
10	VetEthnic	VetRace1	Error
11	VetRace1	VetRace2	Error
12	VetRace2	VetRace3	Error
13	VetRace3	VetRace4	Error
14	VetRace4	VetRace5	Error
15	VetRace5	VetEligCD	Error

16	VetEligCD	VetRecruit	Error
17	VetRecruit	VetGradeLV1	Error
18	VetGradeLV1	VetSchedule	Error
19	VetSchedule	VetRevSchedule	Error
20	VetRevSchedule	VetRescheduleCircs	Error
21	VetRescheduleCircs	VetReasonReschedule	Error
22	VetReasonReschedule	VetProjEntDT	Error
23	VetProjEntDT	VetJob	Error
24	VetJob	VetDis	Error
25	VetDis	VetPartCD	Error
26	VetPartCD	VetCall	Error
27	VetCall	VetTest	Error
28	VetTest	VetLastSerDate	Error
29	VetLastSerDate	VetLeave	Error
30	VetLeave	VetSelfTranCD	Error
31	VetSelfTranCD	VetFirstEnrollDT	Error
32	VetFirstEnrollDT	VetPSECode	Error
33	VetPSECode	VetPSEGrLV	Error
34	VetPSEGrLV	VetDegreeCD	Error
35	VetDegreeCD	VetPSEEnrollObj	Error
36	VetDegreeDT	VetPSEPersistDenom	Error
37	VetPSEEnrollObj	VetPSEPersistNum	Error
38	VetPSEPersistDenom		Error
39	VetPSEPersistNum		Error

[Go Back](#)

## 5.6.4 Invalid Batch Year

Section II - Record Structure for Individual Participants  
Error Occurred !!!

The following error occurred while trying to process your request.  
Please fix the problem below by clicking the Go Back button at bottom.

One or more records in your file contain an incorrect batch year.  
The BatchAY for this reporting year should be 2008.  
Please update the upload file and try again.

Go Back

Section I

Section II

Review & Submit

[Report Problem](#) | [Email Help Desk](#) | [UB/UBMS Instructions](#) | [VUB Instructions](#) | [UB/UBMS APR Web Site User Guide](#) | [VUB APR Web Site](#)

## 5.7 Successful Transfer or Upload – Table View Page

After a successful upload of your participant data file, if there are no errors displayed on the *Table View* page, proceed to “*Review and Submit*”.

The following table is a complete listing of your project's participant records that have been uploaded, transferred, entered into this Web application and/or added to the list. If this is the first time you have accessed this screen, we advise you to click here to [see more navigational instructions and information about the data errors](#).

SSN for all student records are blank.

Printable version - Participant List Report

Table View - Total Number of Participants: 9

Last Name	First Name	SSN	Invalid Format/Value Error	Data Validation Error	Message	Record Number	Delete
	Brandon					2	✗
	Karla					4	✗
	Gary					6	✗
	Mona					8	✗
	Teresa					7	✗
	Emmy					3	✗
	Bernadett					1	✗
	Filiberto					5	✗
	Max					9	✗

Add Participant

## 6 Review and Submit (Tier 1)

### 6.1 Review and Submit Main Page:

Access this page by clicking the “*Review & Submit*” tab on top.

This page describes the two-tier validation process. Read the description and click the “*Start Submission*” button.

Review and Submit  
Start Submission

The Review and Submit section will guide you through the submission process. Your APR is not considered submitted until you have completed the entire process that includes a two-tiered system for evaluating the quality of the participant data.

The first tier data checks include the following:

- **Funded/Served Rate report.** Compares the number of current year participant records on the data file with the number of participants the grantee was approved to serve in 2008-09. We are using a range of between 85% and 120% of the funded number as an indicator of potential data errors. If your data submission falls outside this range, you will be asked to review the data file to determine if you correctly updated the participant status field and/or included records for all participants served in 2008-09. If you determine that the data file accurately reflects your participants, you will be asked to provide an explanation for the high or low funded rate. In addition, a pop up window will alert you if your report indicated that you did not meet your funded number, even if only by one participant. Any such deviation is significant because failure to meet your funded number will adversely affect your prior experience points.
- **Critical Fields report.** Provides a percentage of participant records with "unknown/no response" for 11 data fields that we have determined are critical for analyzing project and program outcomes. Since "unknown/no response" do not provide usable information for data analysis, we are asking you to review fields for which 10% or more of the records have "unknown/no response" and either correct (or update) the data or provide an explanation as to why the data are not available.

If your data file passes the first tier data checks, you may submit the APR. However, please note that your APR will not be accepted until the participant data also passes the second tier data checks.

After the initial submission of the APR, the second tier data checks compare the 2008-09 participant data with the participant data submitted in your 2007-08 APR. If this is your first year of funding or you did not submitted an acceptable participant data file in 2007-08, you are excluded from these data quality checks.

The second tier data checks include the following:

- **New Participants Verification report.** Compares the participants listed as "new" on the 2008-09 APR with those listed as "new" on the 2007-08 APR. Those participants listed as "new" in both years are displayed. You must update the student records accordingly or provide an explanation for the apparent conflict.
- **Match to Prior report.** Compares the participants on the 2008-09 APR with the participants on the 2007-08 APR to ensure that grantees have included participants from the prior year on the 2008-09 data file per the APR requirements for tracking and reporting on those participants ( See general instructions, page 2 ). Those 2007-08 participants not included on the 2008-09 file are displayed on the screen. You may add a student record to the file by clicking on the hyperlink or provide an explanation as to why you have not included these students on the 2008-09 APR.

If your participant data file does not meet the Tier 2 criteria, you will be provided with reports and instructions for resubmission. A one-week extension to revise and upload your data will be granted. It is important that you review your APR for accuracy. You will not be allowed to access the APR once your report is submitted. You must contact the Department of Education for any modifications. You will receive an e-mail message confirming the submission of your APR.

Click the "Start Submission" button to begin.

Start Submission

### 6.1.1 Review and Submit - Step 1: (With Errors)

If there are any sections of the APR that you have not completed, they will display with an “X” on this page. You must complete any section marked with an “X” before you continue.

Review and Submit Step 1	
Verify that you have completed all sections of the APR. You will not be able to submit the APR until you have completed or passed all validation errors for all the sections.	
Section I	✗
Section II	✓
An “✗” indicates that the section has not been completed or has data error. You must complete the sections or fix the data error in the sections marked with an “✗” before continuing with the submission process. Click on the appropriate section tab at the top or bottom of the screen to return to a section.	

### 6.1.2 Review and Submit - Step 1: (no Errors)

When you submit with all sections of the APR complete, the following page will display. Click on the “*Continue*” button.

Review and Submit Step 1	
Verify that you have completed all sections of the APR. You will not be able to submit the APR until you have completed or passed all validation errors for all the sections.	
Section I	✓
Section II	✓
<div>Continue</div>	

Review and Submit - Step 1			
Section I	Section II	Review & Submit	
<a href="#">Report Problem</a>   <a href="#">Email Help Desk</a>   <a href="#">UB/UBMS Instructions</a>   <a href="#">VUB Instructions</a>   <a href="#">UB/UBMS APR Web Site User Guide</a>   <a href="#">VUB APR Web</a>			

## 6.2 Review and Submit - Step 2

The first tier validation compares the number of current participant records with the number of participants the grantee was approved to serve in 2008-09. If your data submission does not fall within the specified range, you will be asked to review certain aspects of your data, as described on the page below. If you review your data and determine that it is correct, you will be asked to provide an explanation for the high or low funded rate.

### 6.2.1 Funded Rate Report (Outside Range)

If the percentage of students participating in the project does not fall within the established range, you may correct a student's status by clicking on his or her name, or submit an explanation in the box provided.

*Note – student names have been removed from the screen shot below. Your screen will include the names of your students.*

Review and Submit Step 2 - Funded Rate Report	
<p>For 2008-09, your project was funded to serve <b>120</b> participants and you reported <b>101</b> current year participants. Your funded-to-serve rate is <b>84%</b>.</p> <p>TRIO established a range between 85% and 120% of the funded number as an indicator of potential data submission errors. Since your data file falls outside this range, you should review your participant data file to determine if you correctly updated the participant status field and/or included records for all participants served in 2008-09.</p> <p>This report compares the current year participants reported for 2008-09 with your approved number of participants to be served. Your "current participants" are coded in Participant Status field (#26) as a 1, 2, or 3. The total number of current participants should be equal or close to the number you were funded to serve. The table below provides a list of your new, continuing, and reentry participants (1, 2, or 3). Please review the information carefully.</p> <ul style="list-style-type: none"> <li>• Verify that the participant status code is correct. New, continuing, and reentry participants should have codes of 1, 2, or 3; prior participants should have codes of 4 or 5.</li> <li>• Verify that all students reported as current participants (1, 2, or 3) were actually served during this reporting period.</li> <li>• Verify that you correctly updated the participant status field for all participants served in a previous reporting period.</li> <li>• If any of the students listed were not served during the reporting year, click the participant's name hyperlink to return to Section II and update the participant's status to prior participant.</li> <li>• If you need to add participants, you may return to <a href="#">Section II</a> to upload a file.</li> </ul>	
<p>Prev Page <span>1</span> of 6 Next &gt;&gt;</p>	
Current Students for 2008-09 (Participant Status = 1, 2, or 3)	
Student's Name	Participant Code
1	1 = New participant (for rptng period)
2	3 = Reentry participant
3	1 = New participant (for rptng period)
4	1 = New participant (for rptng period)
5	1 = New participant (for rptng period)
6	1 = New participant (for rptng period)
7	1 = New participant (for rptng period)
8	1 = New participant (for rptng period)
9	3 = Reentry participant
10	1 = New participant (for rptng period)
11	3 = Reentry participant

12	1 = New participant (for rptng period)
13	1 = New participant (for rptng period)
14	1 = New participant (for rptng period)
15	1 = New participant (for rptng period)
16	2 = Continuing partcp (from immediately preceding rptng period)
17	2 = Continuing partcp (from immediately preceding rptng period)
18	2 = Continuing partcp (from immediately preceding rptng period)
19	2 = Continuing partcp (from immediately preceding rptng period)
20	1 = New participant (for rptng period)

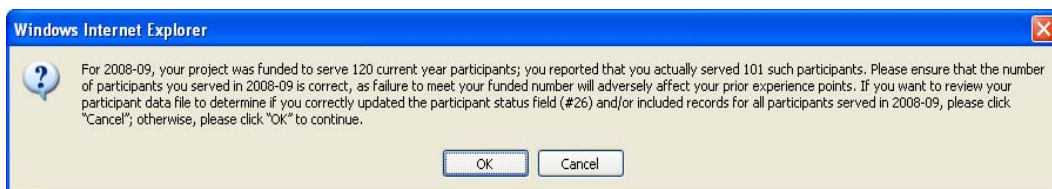
---

Prev Page 1 of 6 Next >>

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There are some circumstances in which a grantee may have a calculated funded rate outside the established range. In these situations, you must provide an explanation for the large discrepancy between the funded number and the number served. Type your explanation in the text box below (limit 1,000 characters and spaces).

When the ‘***Submit Explanation and Continue***’ button is clicked, the pop-up message displays as follows if the number of participants served is fewer than the number funded to serve.



## 6.2.2 Funded Rate Report (Within Range)

If your data falls within the established range, no changes are necessary and you may click the “***Continue***” button to continue your submission.

*Note – student names have been removed from the screen shot below. Your screen will include the names of your students.*

**Review and Submit**  
**Step 2 - Funded Rate Report**

For 2008-09, your project was funded to serve **120** participants and you reported **120** current year participants. Your funded-to-serve rate is **100%**.

TRIO established a range between 85% and 120% of the funded number as an indicator of potential data submission errors. Since your data file falls within this range, **NO FURTHER EDITS ARE REQUIRED**. You may review your participant data file to determine if you correctly updated the participant status field and/or included records for all participants served in 2008-09.

This report compares the current year participants reported for 2008-09 with your approved number of participants to be served. Your "current participants" are coded in Participant Status field (#26) as a 1, 2, or 3. The total number of current participants should be equal or close to the number you were funded to serve. The table below provides a list of your new, continuing, and reentry participants (1, 2, or 3). Please review the information carefully.

- Verify that the participant status code is correct. New, continuing, and reentry participants should have codes of 1, 2, or 3; prior participants should have codes of 4 or 5.
- Verify that all students reported as current participants (1, 2, or 3) were actually served during this reporting period.
- Verify that you correctly updated the participant status field for all participants served in a previous reporting period.
- If any of the students listed were not served during the reporting year, click the participant's name hyperlink to return to Section II and update the participant's status to prior participant.
- If you need to add participants, you may return to [Section II](#) to upload a file.

Prev Page 1 of 6 Next >>

**Current Students for 2008-09 (Participant Status = 1, 2, or 3)**

Student's Name	Participant Code
1	2 = Continuing partcp (from immediately preceding rptng period)
2	2 = Continuing partcp (from immediately preceding rptng period)
3	1 = New participant (for rptng period)
4	3 = Reentry participant
5	2 = Continuing partcp (from immediately preceding rptng period)
6	1 = New participant (for rptng period)
7	2 = Continuing partcp (from immediately preceding rptng period)
8	2 = Continuing partcp (from immediately preceding rptng period)
9	1 = New participant (for rptng period)
10	2 = Continuing partcp (from immediately preceding rptng period)
11	1 = New participant (for rptng period)
12	1 = New participant (for rptng period)
13	2 = Continuing partcp (from immediately preceding rptng period)
14	2 = Continuing partcp (from immediately preceding rptng period)
15	1 = New participant (for rptng period)
16	2 = Continuing partcp (from immediately preceding rptng period)
17	1 = New participant (for rptng period)
18	2 = Continuing partcp (from immediately preceding rptng period)
19	3 = Reentry participant
20	2 = Continuing partcp (from immediately preceding rptng period)

Prev Page 1 of 6 Next >>

[Continue](#)

### 6.3 Critical Fields Verification Report - Step 3

The next step of the Tier 1 process is the **Critical Fields Verification Report**. This page lists fields that TRIO considers critical for analyzing project and program outcomes. The system calculates the percentage of these fields in your participant records with “**No Response/Unknown**”.

We ask that you review fields for which 10% or more of the records have “**No Response/Unknown**” and either correct/update the data or provide an explanation as to why the data is not available.

To change a participant’s record so as to provide data on critical fields, click on the **Section II** hyperlink. Once you have made the necessary changes, click on the **Review and Submit** tab to resubmit your data. If you are unable to update all data, enter an explanation in the text box.

Click on the “**Continue**” button.

Review and Submit Critical Fields Verification Report		
Your funded/served explanation has been saved and will be reviewed by TRIO.		
Step 3 - Critical Fields Verification Report		
TRIO has identified the following fields as critical. TRIO would like to ensure a minimal number of "No Response/Unknown" entries. In most cases these are valid responses, however, high percentages of these responses are not desired. The table below lists the critical fields and the number and percentage of participants with a 'No Response/Unknown' entry in that field. Please provide data for these critical fields for as many participant as possible. If you have critical fields with a high percentage of "No response/Unknown", we recommend correcting the data offline and uploading the corrected file. You may return to <a href="#">Section II</a> to update any fields with a "No Response/Unknown" entry.		
You have 751 participant records.		
Field Name	Number with No Response/Unknown	Percent
8. Student DOB	0 records	0%
19. Scheduled Completion Year	0 records	0%
23. Date of First Project Service	0 records	0%
26. Participant Status	0 records	0%
28. Improved Score on Standardized Test	0 records	0%
29. Last Service Date	565 records	75%
30. Reason for Leaving	293 records	39%
32. First Enrollment Date	238 records	32%
37. PSE enroll. obj. for 2008-09	0 records	0%
38. PSE persistence-denominator	0 records	0%
39. PSE persistence-numerator	0 records	0%
Type in your explanation in the text box below. Your explanation will be reviewed by TRIO.		

Submit Explanation and Continue

### 6.3.1 Review and Submit - Step 4:

This page lets you display a printable PDF version of your APR through the “Funded Rate” and “Critical Fields” reports. Click on ***Display Report PDF*** to view Sections I and III of the report. Print the file for your records. If your project presents issues needing resolution in the Tier 2 data checks, you will have an opportunity to obtain an updated PDF at the end of Tier 2.

**Review and Submit**  
Step 4

Obtain a copy of the APR and Section II data for your records.

The information obtained is intended for authorized users only. Disclosure of any information obtained for any purpose other than for authorized use can result in criminal prosecution.

**Obtain Annual Performance Report PDF**  
Click on [Display Report PDF](#) to display a printable version of section I of the APR in PDF format. Adobe Acrobat Reader is required to view the file. To download a free copy, go to the [Adobe web site](#).

**Generate Excel file for Section II - Individual Participant Data for 2008-09**  
You may obtain the participants you entered in Section II - Individual Participant File for 2008-09 in an Excel file for your records.  
To obtain the data, click the "Download Data" button. Then click on the file name to open the file or right click on it to save the file on your PC.

[Download Data](#)

**Continue with the Review and Submit Process**  
[Continue](#)

[Section I](#) [Section II](#) [Review & Submit](#)

[Report Problem](#) | [Email Help Desk](#) | [UB/UBMS Instructions](#) | [VUB Instructions](#) | [UB/UBMS APR Web Site User Guide](#) | [VUB APR Web Site User Guide](#)

### 6.3.2 Review and Submit - Step 5:

Click on the “***Continue***” button. The APR is not complete until the participant data passes the second tier data checks. If the Tier 2 review finds errors in Section II of your report, we will grant you a one-week extension to revise and upload that portion of the APR only. Instructions will display after you submit. No other sections will be available after submission.

Tier 2 compares your participant data with your data from the prior year. If you did not submit an acceptable participant data file in 2007-08, you are excluded from Tier 2 validation.

Review and Submit  
Step 5

Click on the "Submit" button to submit your APR. If you entered a confirmation e-mail address in Section I, you will receive an e-mail confirming the submission of your APR.

**Note:** If Section II does not pass the Tier 2 evaluation criteria, you will be granted a one-week extension to revise and upload **this portion** of the APR only. Instructions for resubmission will be included after you submit. All other sections will be unavailable for modification.

Submit

Section I Section II **Review & Submit**

[Report Problem](#) | [Email Help Desk](#) | [UB/UBMS Instructions](#) | [VUB Instructions](#) | [UB/UBMS APR Web Site User Guide](#) | [VUB APR Web Site User Guide](#)

## 6.4 Submission with Tier 2 Data Validation – Step 6

After initial submission of the APR, the Tier 2 validation process compares the 2008-09 participant data with your 2007-08 data file. If this is your first year of funding, or you did not submit an acceptable participant data file in 2007-08, your report is excluded from these data quality checks.

The second tier data checks include the *New Participant* and *Match to Prior* reports.

### Review and Submit APR Submitted (with Tier 2 errors):

If Tier 2 data validation identifies errors in Section II of your report, the following page will display.

Review and Submit  
Tier 2

**Section II - Individual Participant Data File (Tier 2 Data Validation Errors)**

For purposes of compliance with the APR due date of 01/08/2010 you have submitted the APR on **11/30/2009**.

However, the Tier 2 data checks that compared your 2008-09 participant data with your 2007-08 data file indicated additional data quality issues that need to be addressed.

A one-week extension has been granted so that you may revise the participant data file and/or provide explanations. You must resubmit your APR by **12/07/2009**.

Please note that if you make any changes to the participant data file, the participant data error report and the Tier 1 and Tier 2 data quality reports will be re-run. If there are additional data errors, you must correct these prior to resubmitting your APR.

Click the "Continue" button to review the Match to Prior report and New Participant report and begin the resubmission process.

Continue

[Report Problem](#) | [Email Help Desk](#) | [UB/UBMS Instructions](#) | [VUB Instructions](#) | [UB/UBMS APR Web Site User Guide](#) | [VUB APR Web Site User Guide](#)

Click the “*Continue*” button to proceed.

## 6.5 Tier 2 Verification Reports

### 6.5.1 Match to Prior Report

The ***Match to Prior*** report compares participants on your 2008-09 APR with the participants included on your prior year APR to ensure that you have included participants from last year’s APR in the 2008-09 data file.

The screen displays any students from your 2007-08 APR with a status of “***new***”, “***continuing***” or “***re-entry***” that you did not include on the 2008-09 report. For each participant shown, you must either add the participant record to your participant file and update the data fields or provide an explanation as to why you have not included this student on the 2008-09 APR.

Tier2 - Submission Verification Reports																																																							
Match to Prior Report																																																							
<p>This report compares the participants included on the 2008-09 data file with the participants included on the 2007-08 APR to ensure that you have included participants from last year's APR on the 2008-09 data file.</p> <p>You had <b>751</b> participants on your 2007-08 data file with a participant status of 1 (new participant), 2 (continuing participant), 3 (Reentry participant), or 4 (prior year participant). According to the APR instructions, all of these participants should be included on the 2008-09 participant data file, unless they could be omitted in accordance with page 2 of the general instructions. Your 2008-09 submission only included <b>670</b> of these, giving you a match to prior rate of <b>89%</b>.</p> <p>For this report, TRIO established a threshold of 90%. Your data file <b>falls below</b> the threshold. NO FURTHER EDITS ARE REQUIRED but you may wish to review the participants who are not included and add them the data file.</p> <p>This table below displays the participants from 2007-08 APR who are <b>NOT</b> included on the 2008-09 data file.</p> <p>To include a participant for 2008-09, click on the individual checkbox. To add the participants listed on <b>current page</b> click on the "Check All on Current Page" button. Then click on the "Add to 2008-09" button at the bottom of the page.</p> <p>After you have finished adding the participants to your 2008-09 file, click the "Continue" button. The newly added participants will be displayed with a link for you to update the data for each student.</p> <p>Prev Page <b>1</b> of 5 Next &gt;&gt;</p> <p><b>Total students on the 2007-08 submission not listed on the 2008-09 submission: 81</b></p> <table><thead><tr><th>#</th><th>Participant's Name</th><th>Participant Code</th><th><input type="checkbox"/></th></tr></thead><tbody><tr><td>1</td><td></td><td>4 = Prior-Yr participant</td><td><input type="checkbox"/></td></tr><tr><td>2</td><td></td><td>4 = Prior-Yr participant</td><td><input type="checkbox"/></td></tr><tr><td>3</td><td></td><td>4 = Prior-Yr participant</td><td><input type="checkbox"/></td></tr><tr><td>4</td><td></td><td>4 = Prior-Yr participant</td><td><input type="checkbox"/></td></tr><tr><td>5</td><td></td><td>4 = Prior-Yr participant</td><td><input type="checkbox"/></td></tr><tr><td>6</td><td></td><td>4 = Prior-Yr participant</td><td><input type="checkbox"/></td></tr><tr><td>7</td><td></td><td>4 = Prior-Yr participant</td><td><input type="checkbox"/></td></tr><tr><td>8</td><td></td><td>4 = Prior-Yr participant</td><td><input type="checkbox"/></td></tr><tr><td>9</td><td></td><td>4 = Prior-Yr participant</td><td><input type="checkbox"/></td></tr><tr><td>10</td><td></td><td>4 = Prior-Yr participant</td><td><input type="checkbox"/></td></tr><tr><td>11</td><td></td><td>4 = Prior-Yr participant</td><td><input type="checkbox"/></td></tr><tr><td>12</td><td></td><td>4 = Prior-Yr participant</td><td><input type="checkbox"/></td></tr></tbody></table>				#	Participant's Name	Participant Code	<input type="checkbox"/>	1		4 = Prior-Yr participant	<input type="checkbox"/>	2		4 = Prior-Yr participant	<input type="checkbox"/>	3		4 = Prior-Yr participant	<input type="checkbox"/>	4		4 = Prior-Yr participant	<input type="checkbox"/>	5		4 = Prior-Yr participant	<input type="checkbox"/>	6		4 = Prior-Yr participant	<input type="checkbox"/>	7		4 = Prior-Yr participant	<input type="checkbox"/>	8		4 = Prior-Yr participant	<input type="checkbox"/>	9		4 = Prior-Yr participant	<input type="checkbox"/>	10		4 = Prior-Yr participant	<input type="checkbox"/>	11		4 = Prior-Yr participant	<input type="checkbox"/>	12		4 = Prior-Yr participant	<input type="checkbox"/>
#	Participant's Name	Participant Code	<input type="checkbox"/>																																																				
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12		4 = Prior-Yr participant	<input type="checkbox"/>																																																				

13	4 = Prior-Yr participant	<input type="checkbox"/>
14	4 = Prior-Yr participant	<input type="checkbox"/>
15	4 = Prior-Yr participant	<input type="checkbox"/>
16	4 = Prior-Yr participant	<input type="checkbox"/>
17	4 = Prior-Yr participant	<input type="checkbox"/>
18	4 = Prior-Yr participant	<input type="checkbox"/>
19	4 = Prior-Yr participant	<input type="checkbox"/>
20	2 = Continuing partcp (from immediately preceding rptng period)	<input type="checkbox"/>

[Add to 2008-09](#)

Prev Page **1** of 5 Next >>

There are mitigating circumstances that might prevent an institution from attaining an acceptable percentage of students on their file. In these situations, you must provide an explanation. Type your explanation in the text box below (limit 1,000 characters and spaces).

[Submit Explanation and Continue](#)

To add the participants, click “***Check all on current page***” or click on the box for each participant that you want to add to your file. Then click on “**Add to 2008-09.**” This will return you to Section II and allow you to update the participant records. After updating participant records, click on the “***Return to tier 2 Match to Prior report***” button

### Match to Prior Report - (No errors)

Tier2 - Submission Verification Reports

Match to Prior Report

This report compares the participants included on the 2008-09 data file with the participants included on the 2007-08 APR to ensure that you have included participants from last year's APR on the 2008-09 data file.

You had **751** participants on your 2007-08 data file with a participant status of 1 (new participant), 2 (continuing participant), 3 (Reentry participant), or 4 (prior year participant). According to the APR instructions, all of these participants should be included on the 2008-09 participant data file, unless they could be omitted in accordance with page 2 of the general instructions. Your 2008-09 submission included **751** of these, giving you a match to prior rate of **100%**.

For this report, TRIO established a threshold of 90%. Your data file **met** the threshold. **NO FURTHER EDITS ARE REQUIRED** but you may wish to review the participants who are not included and add them the data file.

[Continue](#)

[Report Problem](#) | [Email Help Desk](#) | [UB/UBMS Instructions](#) | [VUB Instructions](#) | [UB/UBMS APR Web Site User Guide](#) | [VUB APR Web Site User Guide](#)

Click on “***Continue***” to proceed to the ***New Participant Verification Report.***

## 6.5.2 Tier 2 - New Participant Verification Report

This report compares participants listed as “new” on your APR with those listed as “new” on the prior year’s APR. A participant cannot be classified as “new” in two consecutive reporting cycles. If a participant was new last year, and is listed as new again this year, you must update the participant status code for that individual for the current reporting year.

If the system detects errors, the screen shows participants listed as “new” in the current and prior reporting year. The most likely reason for this is that you did not update the participant status code for the current reporting year. You must update the records or provide an explanation before continuing with the APR submission process.

Correct the participant’s status by clicking on his/her name to return to the Section II Web form. Update the participant status to a “continuing” or “prior-year” participant status, or submit an explanation in the box provided.

### New Participant Verification Report - (with errors)

To correct a participant record, click on the student name hyperlink to return to Section II. Here you can change the participant status code (field 26) to "continuing" or "prior-year". Save each record and click “***Back to New Student***” to return to the Tier 2 report.

You may legitimately report a participant as new in both years in some unusual circumstances. In those cases, you must provide an explanation. Type the explanation in the text box at the bottom of the screen. Click on the “***Submit Explanation and Continue***” button to proceed.

*Note – student names have been removed from the screen shot below. Your screen will include the names of your students.*

## Tier2 - Submission Verification Reports

### New Participant Verification Report

This report compares the participants listed as "new" on the 2008-09 APR with those participants listed as "new" on the 2007-08 APR. A participant cannot be classified as "new" during two consecutive reporting cycles. If you reported a participant as "new" on the 2007-08 file (that is, coded the student as "1" in the Participant Status field of the 2007-08 APR), that individual's participation status must be updated for the current reporting year.

The table below shows the participants listed as "new" for 2007-08 who are also coded as "new" for 2008-09.

To update the participant record, click the link on the participant's name to return to Section II where you can update the participant's status to a "continuing" or "prior-year" participant status. Save each record and click **"Back to New Student"** to return to the Tier 2 report. In those rare cases in which you believe the prior year's data was incorrect and the current year's data is correct, you must provide an explanation. Type the explanation in the text box at the bottom of the screen. Click on the **"Submit Explanation and Continue"** button to proceed.

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**Total number of participants reported as new both this year and last year: 33**

#	Participant's Name	Participant Code	Matched on
1		1=New Participant	Name/DOB
2		1=New Participant	Name/DOB
3		1=New Participant	Name/DOB
4		1=New Participant	Name/DOB
5		1=New Participant	Name/DOB
6		1=New Participant	Name/DOB
7		1=New Participant	Name/DOB
8		1=New Participant	Name/DOB
9		1=New Participant	Name/DOB
10		1=New Participant	Name/DOB
11		1=New Participant	Name/DOB
12		1=New Participant	Name/DOB
13		1=New Participant	Name/DOB
14		1=New Participant	Name/DOB
15		1=New Participant	Name/DOB
16		1=New Participant	Name/DOB
17		1=New Participant	Name/DOB
18		1=New Participant	Name/DOB
19		1=New Participant	Name/DOB
20		1=New Participant	Name/DOB

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**Submit Explanation and Continue**

Click on the **"Submit Explanation and Continue"** button.

Tier2 - Submission Verification Reports Funded Rate Report
<p>Your duplicate new participant report explanation has been saved and will be reviewed by TRIO.</p>
<p>For 2008-09, your project was funded to serve 120 participants and you reported 101 current year participants. Your funded-to-serve rate is 84%.</p>

## Tier 2 - New Participant Verification Report - (no errors)

If your file passes the *New Participant* review, you will see a screen similar to the one below. Click on the “*Continue*” button.

Tier2 - Submission Verification Reports New Participant Verification Report
<p>This report compares the participants listed as “new” on the 2008-09 APR with those participants listed as “new” on the 2007-08 APR. A participant cannot be classified as a “new” during two consecutive reporting cycles. If you reported a participant as “new” on the 2008-09 file, or coded them as “1” in the Participant Status field of the 2007-08 APR, that individual’s participation status must be updated for the current reporting year.</p>
<p>The “New Participant Report” was not displayed, since none of the “new” participants listed on your 2008-09 APR were also listed as “new” participants on your 2007-08 APR. Please continue to the next step.</p>
<p><a href="#">Continue</a></p>

Click on the “*Continue*” button to proceed with the APR submission. The Funded Rate and Critical Fields reports from Tier 1 will be run against any changes made in Tier 2. These reports are explained in more detail in Sections 6.2 and 6.3.

## 6.6 Review and Submit – APR Submitted

Once you have successfully made the changes required for Tier 2 validation the following screen displays acknowledging your APR submission is complete:

Review and Submit Tier 2
<p align="center"><b>APR Successfully Submitted!</b></p> <p>Your participant data file has passed the data quality checks or you provided explanations. No additional changes to your participant data file are required. Your APR will now be accepted provided you submit via fax a signed copy of Section I of the APR.</p> <p><b>Obtain Signature Page in PDF Format</b></p> <p>Click on the <a href="#">Display Signature Page PDF</a> for a printable version of the signature page in PDF Format. Adobe Acrobat Reader is required to view the file. To download a free copy, go to the <a href="#">Adobe web site</a>.</p> <p>Please fax the signed copy of Section I of the APR to the following fax number: <b>(703) 832-1360</b>.</p> <p>For your records, you should keep in your files Section I with the original signatures and a copy of the two parts of your APR submission: (1) the PDF version of Section I and the data validation reports; and (2) the Excel file of your individual participant records.</p> <p><b>Obtain Annual Performance Report PDF</b></p> <p>Click on the "Generate PDF" button to generate a printable version of your APR submission in PDF format.</p> <p align="right"><a href="#">Generate PDF</a></p> <p><b>Generate Excel file for Section II - Individual Participant Data for 2008-09</b></p> <p>Click the "Download Data" button to obtain an Excel file of the individual participants records (Section II of the APR).</p> <p align="right"><a href="#">Download Data</a></p>

Your APR has been successfully submitted. No additional revisions are needed. If you provided an email address in Section I, a confirmation email will be sent.

To generate a print copy of the APR, including the Section I signature page, click on the “**Generate PDF**” button. The APR will display as a PDF. Print the first page, collect the required signatures, and send the fax. (This PDF will provide information and reports updated from the PDF available at the end of Tier 1, which included only the Funded Rate and Critical Fields reports.)

Adobe Acrobat Reader is required to view PDF files and can be downloaded from the Adobe site via the hyperlink on this page. Once the PDF is displayed, select “**File-Print**” from the menu or click on the printer image.

To download an Excel version of the 2007-08 data file, click on the “**Download Data**” button. A blue hyperlink file (e.g. [P047VYYXXS9\\_2008\\_09.xls](#)) will appear on the screen.

To open the file in your browser window, click on the hyperlink.

To save the file to your desktop, right click using your mouse and select the “**Save Target As**” option. Select a location on your desktop (e.g., My Documents) to save the file.

Click on the “**Log Out**” button to end the session and return to the UB/UBMS/VUB main page. No further revisions to your file can be made.